

Buy Recycled Workshop

Do you know the importance of buying recycled products? Do you want to learn the current status of recycled products in the U.S.? Find out how to lead your office/agency in purchasing recycled content office supplies and environmentally preferred products.

The Federal Steering Committee for the America Recycles Day has a FREE workshop presented by Richard Keller, Director of Recycling, Maryland Environmental Services. This workshop is designed for all federal employees involved in purchasing office supplies, facilities managers, budget offices, executive offices, contracts, procurement, supplies, IMPAC card holders and fleet managers. Discover new ideas to build momentum for purchasing recycled goods in your agency.

The site is accessible to individuals with disabilities. An individual with a disability who will need an auxiliary aid or service in the meeting (e.g. interpreting service, assistive listening device, or materials in an alternate format) should notify Effie Ayers by email: effie_ayers@ed.gov.

WHERE: GSA REGIONAL OFFICE BUILDING
7TH AND D STREETS, S.W.
WASHINGTON, D.C.

WHEN: NOVEMBER 10, 1998
10:00 a.m. - 3:30 p.m.

WAYS AND MEANS--METRO RAIL DIRECTIONS: Red, Blue, Orange, Green and Yellow lines to L'Enfant Plaza stop. Use the exit marked L'Enfant Plaza, 9th and D Streets. Enter the GSA Auditorium from the D Street side of the building.

REGISTER EARLY SPACE IS LIMITED AND PARKING IS ALSO EXPENSIVE AND LIMITED!

LUNCH: There is a GSA cafeteria on the 5th floor and eateries inside L'Enfant Plaza.

PROGRAM

10:00	Welcome, Introductions, and Overview
10:10 - 11:30	Why Buying Recycled Products is Important - <i>State and Local Laws, Federal Programs and National Standards</i>
11:30 - 12:30	Lunch
12:30 - 1:45	Organizational Commitment - <i>Recycled Products, Price, Quality and Availability, Need to Request Recycled Products, Testing, Cooperative Purchasing, Closed Loop Recycling Contractors, Grantees and Printers, Buying to Prevent Waste, Record Keeping and Evaluation</i>
1:45 - 3:30	Specifications and Specification Exercise

Please fill out the form below **promptly** to register for the workshop and send to Effie Ayers, Department of Education, 600 Independence Avenue, S.W. Washington, D.C. 20202-4863 or e-mail: effie_ayers@ed.gov.

Name _____ Agency _____

E-Mail Address _____ Phone Number _____